

# Campus Your Way

## Customizing Campus

TE1302-1, TE1302-2  
TE1302-3, TE1302-4

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# Agenda

- When to customize Campus
  - Determining the need to customize
- Possible customizations
  - Campus Attribute Dictionary
  - Custom fields on Campus tabs
  - Custom tabs
  - Outline links
- Reporting custom fields



# When to Customize Campus

- Custom tabs and fields
  - Collect and display district- or school-specific data
  - Can be created for any data the school/district wants to capture
- But determine need first!
  - Campus is an information system
  - You will only capture what you design to capture
  - Each new field is more work for users



# Determining the Need to Customize

- Questions to ask
  - What questions is answered with the data?
  - What data is needed to answer the question?
    - These two questions **are not the same!**
  - Is the field already in Campus?
    - Yes, then modify practice
    - No, then customize Campus **and** modify practice
  - Where in Campus is the best place for the field?
    - Who enters the data?
    - Where in their workflow do they capture the data?
  - Who uses the data?
    - Where can they access the data?
  - **Is it worth it?**



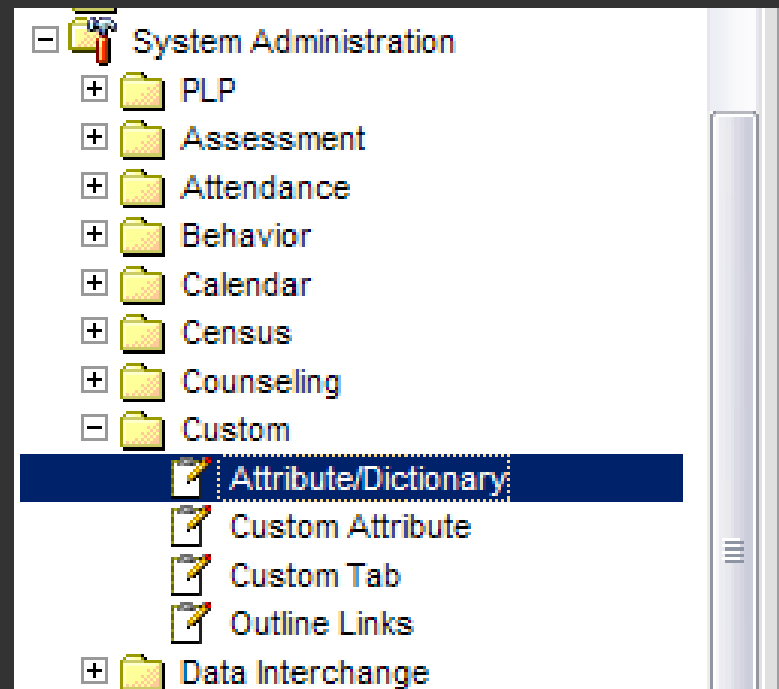
# Examples from Other Campus Customers

- Custom fields
  - Snow day plan
  - Address verification method (utility bill, driver's license, etc)
  - Sport/activity participation by season
- Custom tabs
  - Adviser/advisement room
  - Participation in programs that are grant funded
  - Computer login/passwords/permissions
  - Transcripts sent to colleges



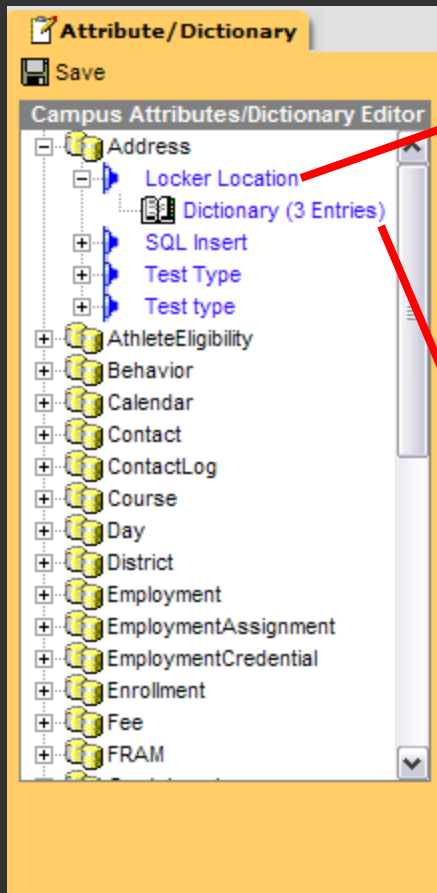
# Attribute Dictionary

- Not for the inexperienced or faint of heart
- Defines choices for drop-down menus
- Sets required and copies forward behavior for that piece of data
- Serious consequences when errors are made



# Attribute/Dictionary Structure

## Attribute Detail



**Campus Attribute Detail**

\*Display Name: Locker Location      \*Object: Address

\*Element: location      Default Value:

\*Data Type: dropList      Max Size:      Seq: 0

Hide: ☐      Required: ☐      Copies Forward: ☒

Comments:

## Dictionary Detail

**Dictionary Detail**

	Code	Name	Seq	Value	StandardCode
X	BL	Boys Locker room	0		
X	GL	Girls Locker room	0		
X	M	Music	0		

Add CampusDictionary

# Campus Tabs That Allow Custom Fields

- Address
- Athlete Eligibility
- Calendar
- Course
- Custom tabs
- District
- Employment
- Employment Assignment
- Enrollment
- Household
- Person
- School
- Section
- Transportation





# Custom Fields on Campus Tabs

*Path:* System Administration > Custom > Custom Attribute

The screenshot displays the 'Custom Attribute' configuration window. On the left, a tree view under 'Campus Attributes/Dictionary Editor' shows a hierarchy: 'AB: Transcripts Sent' (selected), 'Institution', and 'Course'. The main area, titled 'Campus Attribute Detail', contains the following fields:

- \*Display Name:** Institution
- \*Object:** Custom Tab: AB: Transcripts Sent (dropdown)
- \*Field Name:** Inst
- Default Value:** (empty text box)
- \*Data Type:** textBox (dropdown)
- Max Size:** 25
- Seq:** 1
- Required:** ☐
- Hide Portal:** ☐
- Comments:** (empty text area)

- Display Name
  - Label in the interface
- Field Name
  - Label in the database and in Campus Ad Hoc Reporting
- Tip
  - Choose field names that are concise yet descriptive

# Custom Attributes

- Field Types
  - Choices for custom data that can be added to established areas in Campus or on custom tabs
    - Text Box
    - Drop List
    - Date field
    - Number field
    - Float field
    - Time field
    - SSN field
    - Phone field
    - E-mail field
    - Check box
    - Money field



# Custom Fields – Examples and Questions

- Text field for a student's birth city
  - In Custom Attribute create the field name and where it should appear
  - What type of data should be entered?
    - Enter the number of characters that can be entered – limit is 50
  - Should this be a required field?
  - Should it be displayed on Portal?



# Custom Fields – Examples and Questions

- Drop-down list tracks how student gets to/from school
  - In Custom Attribute create the display and field name
  - What object should this item appear on?
  - What data type should be entered?
  - Should a default value be entered?
  - Should this be a required field?
  - Should this information be carried forward?



# Custom Fields – Examples and Questions

- Checkbox for permission to release information to military recruiter
  - In Custom Attribute what would be an appropriate display name?
  - What object should (or could) this checkbox be added to?
  - What should be the default value be?
  - Should this item be carried forward?



# Custom Tabs

- Can be created in
  - Student Information>General
  - Special Ed
  - Health
  - Census>People
  - Grad Planner
  - PLP/PDP
  - Counseling
  - Portal



# Creating Custom Tabs

- Path: System Administration > Custom > Custom tab
- Custom Tab Detail
  - Enter tab name
  - Use Person Tabset to designate area where the tab will appear
  - Enable Portal display if desired
  - Select tab type
    - Determines how entries display
- Once tab is created custom attributes need to be defined



# Custom Tab Types: Single Screen

- Used when a piece of information is entered only once

**Abegg, Dylan**   Hall Monitor   HS Graduation   Legal   Medical  
Grade:11   #103667   DOB:02/01/1992   Gender:M   Counselor:Abra, Dean

Summary   Enrollments   Schedule   Attendance   Programs   Grades   Transcript   Credit Summary   Assessment

Transportation   Fees   Lockers   Athletics   AdHoc Reports   Waiver   Records Transfer   **Athlete Eligibility**

New Status   Save   Delete

**Custom Status Data List**

Date	Attribute	Value
------	-----------	-------

**Athlete Eligibility**

Physical Date: 11/04/2005   Physical End Date: 11/01/2006

Transportation Permission: Y: Yes   Emergency Card: Y: Yes

Parent Consent: N: No   Student Contract: Y: Yes

Insurance Waiver: Y: Yes

Comments:



# Custom Tab Types: List Editor

- For data that may be entered more than once and is associated with a date

**Abegg, Dylan** Hall Monitor HS Graduation Legal Medical  
Grade: 11 #103667 DOB: 02/01/1992 Gender: M Counselor: Abra, Dean

[Summary](#) [Enrollments](#) [Schedule](#) [Attendance](#) [Programs](#) [Grades](#) [Transcript](#) [Credit Summary](#) [Assessment](#)  
[Behavior](#) [Transportation](#) [Fees](#) [Lockers](#) [Athletics](#) [AdHoc Reports](#) [Waiver](#) [Records Transfer](#) [Awards](#)

☐ New Status

Custom Status Data List	
Date	Custom Data
10/27/2005	CourseName=Math ProgressGrades=48
10/20/2005	CourseName=Math ProgressGrades=35

# Custom Tab Types: Table Editor

- Used to display a number of values associated together
  - Example shows a continuum of project hours

**Abegg, Dylan** Hall Monitor HS Graduation Legal Medical  
Grade: 11 #103667 DOB: 02/01/1992 Gender: M Counselor: Abra, Dean

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[Behavior](#) [Transportation](#) [Fees](#) [Lockers](#) [Athletics](#) [AdHoc Reports](#) [Waiver](#) [Records Transfer](#) [Awards](#)

☐ New Status

Custom Status Data List	
Date	Custom Data
11/03/2005	TotalDays=3 TotalHours=36
10/27/2005	TotalDays=1 TotalHours=10

# Custom Tabs – Examples and Questions

- Teacher recommendations for courses next year used to create Campus Ad Hoc filters and course requests via the Request Wizard
  - Where should this tab appear?
  - What tab type should it be?
  - What data type should be used?
- Marking students dressed for gym and so they earn 5 points
  - Where should this tab appear?
  - What tab type should it be?
  - What data type should be used?
- Tracking awards students or teachers win
  - Where should this tab appear?
  - What tab type should it be?



# Custom Links

- Links can be placed in the Index list that will easily let users access other sites while remaining in Campus
  - From the Custom folder, click on Outline links.
  - Enter the name you want to appear in the index
  - Select where you want the link to appear in the index from Parent Tool



# Custom Links

- Allows users to access other sites while remaining in Campus
- Can be placed at any point in Index
- Can include district-defined label
- Can be set to open in Campus or in new window
- Can pass log-in information
- Tips
  - Establishing a consistent label will help reporting
  - Enter the complete URL for the site including `http://` or `https://`



# Custom Links Screen

The screenshot shows a software interface for managing custom links. On the left is a sidebar with a tree view under 'System Administration'. The 'Custom' folder is expanded, showing sub-items like 'Attribute/Dictionary', 'Custom Attribute', 'Custom Tab', and 'Outline Links' (which is selected). Below these are other system categories like 'Data Interchange', 'Data Utilities', 'Fees', 'Grading & Standards', 'Health', 'Lockers', 'Medicaid', 'Messenger', 'Preferences', and 'Resources'.

The central pane, titled 'Custom Campus Links', contains a list of links. The first link is 'Infinite Campus Support Training Survey'.

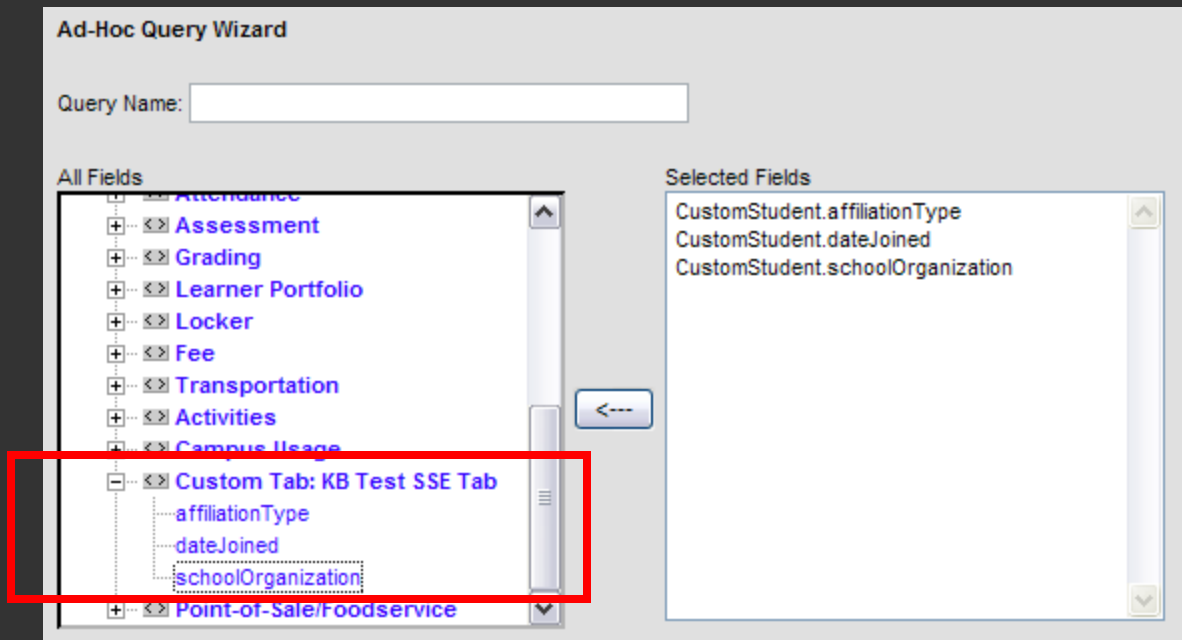
The right pane, titled 'Campus Tool', shows the configuration options for the selected link. It includes fields for \*Name, \*Parent Tool (a dropdown menu currently showing 'Desktop (root)'), \*Code, \*Image (a dropdown menu), a 'Seq' field, a 'URL' field, a 'Target (leave blank to target workspace)' field, a 'Pass User Session' dropdown menu (currently set to 'None'), and a 'Save' button.

Custom Campus Links	
Name	
Infinite Campus Support Training Survey	

Campus Tool	
*Name	<input type="text"/>
*Parent Tool	Desktop (root) <input type="button" value="v"/>
*Code	<input type="text"/>
*Image	<input type="button" value="v"/>
Seq	<input type="text"/>
URL	<input type="text"/>
Target (leave blank to target workspace)	<input type="text"/>
Pass User Session	None <input type="button" value="v"/>

# Reporting Using Custom Fields

- Fields appear
  - Campus Ad Hoc Reporting Filter Designer
  - Campus Behavior Letter Wizard
  - Campus Attendance Letter Wizard



# Questions & Answers

Ask, we're ready!





# Learn More!

Additional training is available from Campus U

- Professional, certified trainers
- Just-in-time offerings
- Online
- In person
  - In your district
  - At Infinite Campus

